

## McConnell, Kate

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**From:** Thomas, Mark W. <MThomas@pennoni.com>  
**Sent:** Tuesday, November 06, 2012 3:59 PM  
**To:** McConnell, Kate  
**Subject:** RE: SPEX-2012-0036 Upcoming Important Dates and Deadlines

Sounds perfect. Did you need the acreage for the ad?

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**From:** McConnell, Kate [<mailto:Kate.McConnell@loudoun.gov>]  
**Sent:** Tuesday, November 06, 2012 3:56 PM  
**To:** Thomas, Mark W.  
**Subject:** SPEX-2012-0036 Upcoming Important Dates and Deadlines

Mark,

Below are important Planning Commission Public Hearing deadlines and the timeline for SPEX-2012-0036. This timeline is contingent upon receiving the referral response by the date below and no need for a second referral. I will provide the dates for the Board Public Hearing, which will likely be in February, 2013, at a later time. Please let me know if you have any questions.

**By Thursday November 15, 2012** – Respond to 1<sup>st</sup> Referral Comments

**Friday, November 16, 2012** – Public Notice signs ready for pick up – Avril Andrews from the Planning Department will contact you when the signs are ready. She will provide directions for the notification letters and posting the property. That information can also be found here: <http://www.loudoun.gov/index.aspx?NID=2501>. Please note that affidavits indicating that the notification letters have been mailed and the signs posted are required to be provided prior to the public hearing.

**November 27, 2012** – Reaffirmation of the Disclosure of the Real Parties of Interest due. This link provides the template and directions: <http://www.loudoun.gov/index.aspx?NID=2500>

**November 28, 2012** – Mail first notification letter and post signs by 5 p.m. on this date. Directions and a template may be found here: <http://www.loudoun.gov/index.aspx?NID=2501>

**December 12, 2012** – Planning Commission Briefing – 6 p.m. Purcellville Room

**December 14, 2012** – Mail second notification letter via registered or certified mail by this date. Directions and a template may be found here: <http://www.loudoun.gov/index.aspx?NID=2501>. Please note that affidavits indicating that the notification letters have been mailed and the signs posted are required to be provided prior to the public hearing.

**December 19, 2012** – Planning Commission Public Hearing – 6 p.m. Board Room

Best,  
Kate

**Kate A. McConnell, AICP**

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